

SERVICES FOR PERSONS WITH DISABILITIES - ADA

Accommodation Service Request



Disability access symbols

The California Courts are dedicated to ensuring that all qualified individuals with disabilities have equal and full access to the judicial system. To encourage full participation in judicial services, programs, and activities, the Judicial Council has adopted [California Rule of Court 1.100](#) which outlines the methods court participants and members of the public may request accommodation services to assist those with disabilities.

[Questions and answers regarding California Rules of Court 1.100.](#)

Qualified Individuals with Disabilities

"Qualified individuals with disabilities" are persons covered by the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008. This includes individuals who have physical or mental impairments which limit one or more major life activities; have a record of such disability; or are regarded as having such disability.

Who can make the request?

Any individual with an interest in attending any proceeding before any court of this state may make a request for accommodations.

What accommodations can the court make?

Accommodations may include making reasonable modifications in practices and procedures or furnishing auxiliary aids and services, equipment, devices, or materials. The court, however, cannot exceed the law in granting a request for an accommodation. For example, the court cannot extend the statute of limitations for filing an action because someone claims that he or she could not make it to the court on time because of a disability. Additionally, the court cannot provide free legal counsel as a medical accommodation.

Is the request for accommodations available to the general public for viewing?

No. The identity of the applicant in all oral or written communications, including all files and documents submitted by an applicant as part of the request for accommodation process, will remain confidential unless voluntarily disclosed by the applicant or otherwise required by law.

How to Make a Request for Accommodations

Applications requesting accommodations for a disability should be presented in writing on [Judicial Council form MC-410](#) in person, by mail, or orally as the court may allow. Applications may be made to the ADA Coordinator, Office of the Clerk, or courtroom clerk where the proceeding will take place.

What information should be in the request?

All applications for accommodations must include a description of the accommodation sought, along with a statement of the impairment and an explanation why such accommodation is needed. The court, in its discretion, may require the applicant to provide additional information about the qualifying impairment.

When should the request be made?

Request for accommodation should be made as far in advance as possible, and in any event, should be made no less than five court days prior to the date needed. The court may, in its discretion, waive this requirement.

Response to Accommodation Request

The court will promptly inform the applicant of its determination to grant or deny an accommodation request. If the request is denied in whole or in part, the response will be in writing. The court may provide an accommodation for an indefinite period of time, for a limited period of time, or for a particular matter or appearance.

Grounds for Denial of a Request for Accommodation

The request for accommodation may be denied for three reasons:

- The applicant has failed to satisfy the requirements of California Rules of Court 1.100. This includes inadequately explaining why a particular disability requires the requested accommodation.
- The requested accommodations would create an undue financial or administrative burden on the court.
- The requested accommodations would fundamentally alter the nature of the service, program, or activity.

Contact Information

If you have any questions or require further information, please contact the court directly.